

Public Records Request/Report

"Streamlined" Public Records

- ✓ Child Care Center
Inspection Reports
- ✓ Dairy Inspection Reports
- ✓ Drinking Water System
Inspection Reports
- ✓ Food Service Establishment
Inspection Reports
- ✓ Lists of
 - Ambulance Services
 - Dairy Farms
 - Public Water Supplies
 - Radioactive Materials
Handlers
 - Restaurants/Food Service
Establishments

Records Never Open To Public Access

(Including, but not limited to —)

- ✗ Applications For Licensure
- ✗ Complaints
- ✗ Personnel Files
- ✗ Trade Secrets

Fees For Access To Public Records

Whenever possible,
The Health Department supplies
public records at little or no cost.
But the agency may charge
reasonable fees as follows to cover
cost:

\$.25 per page . . . copies

\$10 per hour . . . clerical assistance

\$40 per hour . . . technical or
professional
assistance

\$50 per hour . . . automated records
search

All Requests Must Be Submitted In Writing To —

(Either on this form or letterhead stationery)

Office of Communications
Mississippi State Department of Health
Post Office Box 1700
Jackson, Mississippi 39215-1700
Telephone 601-576-7667
Fax 601-576-7517

Requestor Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ Fax (____) _____

Records Requested — *(Please provide clear, concise description with dates, if applicable.
Attach a separate page if needed.)*

☐ Notify me if fee exceeds: ☐ \$10 ☐ \$25 ☐ \$50

Agency's Response —

Date _____

Request Received By _____
Title _____ Location _____

☐ "Streamlined" Records Produced and Provided

(Send open records white copy to Communications)

Fee For Access _____

Fee Collected By _____

☐ Request Sent To Legal Staff By _____

Legal Staff —

☐ Request Approved By _____ *(Send open records white copy to Communications)*

☐ Request Denied By _____

Reason _____

_____ *(Send open records white copy to Communications)*

☐ Records Produced And Provided By _____

Fee For Access _____

☐ Requestor Informed By _____

☐ Fee Collected By _____

☐ Fee Closed By _____

Comments _____

